



# Human Resources Assistant

Corporate Services Division

**Full-Time Indeterminate Position**

## About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

## The Position

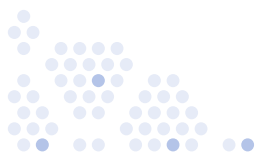
Under the direction of the Senior Human Resources Officer, the Human Resources Assistant is responsible for assisting with the administration of the day-to-day operations of the human resources functions and duties. The HR assistant carries out responsibilities in some or all the following functional areas HR areas. This can include:

- Recruitment administration and onboarding
- Compensation and benefit processing
- HRIS administration and reporting
- Maintaining employee files and record keeping

## Criteria

### Education:

Bachelor's degree in a relevant field is required.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2  
☎ 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

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## Experience:

- Relevant experience working in the Human Resources field
- Experience participating in the development of policies and procedures
- General knowledge of various employment laws and practices.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.
- Must have excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- Experience with database management and record keeping.
- Effective oral and written communication skills.
- Excellent organizational skills.
- Able to exhibit a high level of confidentiality and professionalism

## Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

## To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

## Closing Date

**February 1, 2024**

Applications will be accepted until **23:59 Eastern Time**.

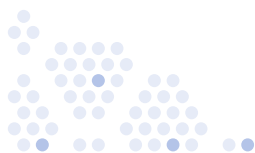
SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

Posting Date: **January 19, 2024**



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